

# **Louisiana Department of Environmental Quality**

## **Landfill and Debris Site Oversight Branch**

Revision 2

**MISSION:** Provide for oversight of landfills and emergency debris sites accepting and managing debris generated during emergency events.

**DATE:** May 24, 2017

### Document Review and Revision Record

Date	Revision	Record of Activity
5/30/2013	1	Document review and revisions made to content.
5/27/2014	2	Document review and revisions made to content.
4/14/2015	2	Document reviewed with no updates.
5/1/2016	2	Reviewed with no changes.
5/24/2017	2	Reviewed with no changes.

## **PURPOSE**

The purpose of this document is to provide clear guidance for staff performing oversight activities for landfills and emergency debris sites that accept or will accept debris generated during an emergency, as well as the approval of additional emergency debris sites that may be required during the emergency event. The timeframe covered by this document begins 2 days prior to anticipated emergency (where applicable) through the termination of the incident system.

## **CONTACT**

Waste Permits Division Administrator at 225-219-3386 or 225-364-7901  
Waste Permits Division Manager at 225-219-3043  
Galvez Building Security Guard at 225-219-3384

## **QUALIFICATIONS**

The minimum required qualifications for staff covered by this guidance are:  
ICS/NIMS 100, 200, 700, and 800

Recommended qualifications for staff covered by this guidance are:  
HAZWOPER Awareness Level (16-24 hours)

## **EQUIPMENT REQUIREMENTS**

**4.1** All personnel covered by this guidance shall have the following equipment available to them at all times:

- Steel Toed Footwear (shoes/boots)
- Eye Protection
- Hearing Protection
- Hard Hats
- Appropriate Communication Equipment (cell phone/satellite radio/satellite phone, etc)
- Vehicles
- Reflective Vests

**4.2** Additional equipment that may be required dependent upon emergency event:

- Respiratory Protection
- Hand Sanitizer
- Insect Repellent
- Eye Wash
- Hand Protection (gloves suitable for hazards, such as heavy duty leather work gloves and/or chemical resistant gloves)

Antiseptic Cream  
Adhesive Bandages  
Paper Towels  
Flashlights  
Hats (for sun protection where hard hats are not required)  
Ice  
Ice Chests  
Sunscreen  
Mineral Replacement Drinks (Gatorade, Powerade, etc.)

The branch chief shall be responsible to insure that the need for any supply items not currently available is communicated to incident command via the Logistics section.

## **SAFETY**

All staff covered by this guidance shall have the appropriate qualifications outlined in Section 3.0.

All staff going into the field shall follow the Health and Safety Plan developed for the incident.

During an emergency event, oversight staff shall participate in any safety briefings provided or required by incident command. Staff shall participate in any additional safety training required by incident command.

## **6.0 ORGANIZATION**

The organizational structure for the branch is provided as Attachment A.

The Waste Permits Division (WPD) administrator shall serve as branch chief during the initial phase of the emergency event. Dependent upon duration of the incident, the manager of the WPD may also serve in that function.

The WPD (225-364-7901) shall serve as a direct liaison between the Department of Environmental Quality (the Department) and the Department of Transportation and Development (DOTD). The WPD shall work to insure that any DOTD request is appropriately performed, as allowed, and shall communicate daily with the branch chief regarding all DOTD requests.

Oversight strike teams consisting of 2 persons each are available for field activities. Depending on duration of event, the members of the strike team may be relieved of their roles for periods of time during the event, as necessary. The replacement personnel will be named by the branch chief and may be employed normally within any division of the Department.

All other staff of the WPD not otherwise named as part of an oversight strike team shall be available during the emergency to provide for the processing of additional sites that may be requested during the incident and for the entry into electronic databases of any field activities for any strike teams that are not able to perform such activities.

## **7.0 PRE-EMERGENCY ACTIVITIES**

The WPD maintains an electronic listing of all pre-approved emergency debris sites as well as a list of all permitted landfills. Two (2) days prior to any anticipated emergency event (if prior notice is provided), the administrator of the WPD shall print a copy of the list of all pre-approved emergency debris sites and a copy of the permitted landfills list in a location accessible to LDEQ staff. If electronic access is available, the electronic lists shall be maintained and updated as needed.

## **8.0 STRIKE TEAM ACTIVITIES**

The branch chief will prepare a schedule for oversight activities for the strike teams on the day immediately after the emergency occurs. An example schedule is located in Attachment B. Sites will be added to or deleted from the schedule during the incident depending on activation of sites, approval of new sites, landfill availability, etc.

According to timelines established by the IMT, the Branch Director or designee will prepare the ICS 204 Work Assignments according to the work schedule and give to the Operations Section Chief during the Tactics/Planning meeting for incorporation into the ICS 215 Resource Assignment and the Incident Action Plan.

Based on the schedule, operating landfills and activated emergency debris sites will be visited/inspected to insure compliance with any Emergency Declaration, Administrative Order, Permit, and/or the Emergency Debris Management Plan.

These oversight inspections shall be documented using the Emergency Debris Site Assessment Checklist and/or following the Landfill Assessment Guidance. The items to be documented should be those items/issues observed by the strike team. Once the team returns to their office, electronic data entry shall be performed in accord with the "Assessment Data Entry into TEMPO During an Emergency" guidance document. If the strike team is not able to enter the information due to time constraints or other constraints, other LDEQ staff shall enter the information. All completed Emergency Debris Site Assessment Checklists shall be sent to the Department's Electronic Document Management System (EDMS) within 2 days of completion. If the strike team member is not able to send the document to EDMS, the remaining office staff shall perform this function.

The strike teams shall also perform closure inspections for any activated sites once debris management activities are completed. An Emergency Debris Site Closeout Checklist shall be completed for all debris site closure inspections. The member who completes the checklist shall be responsible for sending the completed form to EDMS and for completing all required electronic data entry into TEMPO.

## **9.0 EMERGENCY DEBRIS SITES**

The Department has pre-approved many sites for emergency debris management activities. Once an emergency is declared by the secretary of the Department, these pre-approved sites may be activated. Notification to the Department is required for any site activated in accordance with the approval. Deviations from the normal activation process may be allowed in any Emergency Declaration and Administrative Order signed by the Secretary. Activated sites will be added to the schedule for oversight activities outlined in Section 8.0 until deactivation of the site is completed.

Due to the nature of emergency situations, additional non-preapproved emergency debris sites may be needed and requested during an emergency. All requests for additional sites shall utilize the Emergency Debris Site (EDS) Request Form. Copies of this form may be delivered to interested parishes, municipalities, or state agencies electronically as requested and available, or by hand delivery.

When a completed form is received, the appropriate LDEQ staff shall evaluate the site for use utilizing the Emergency Debris Site Evaluation form.

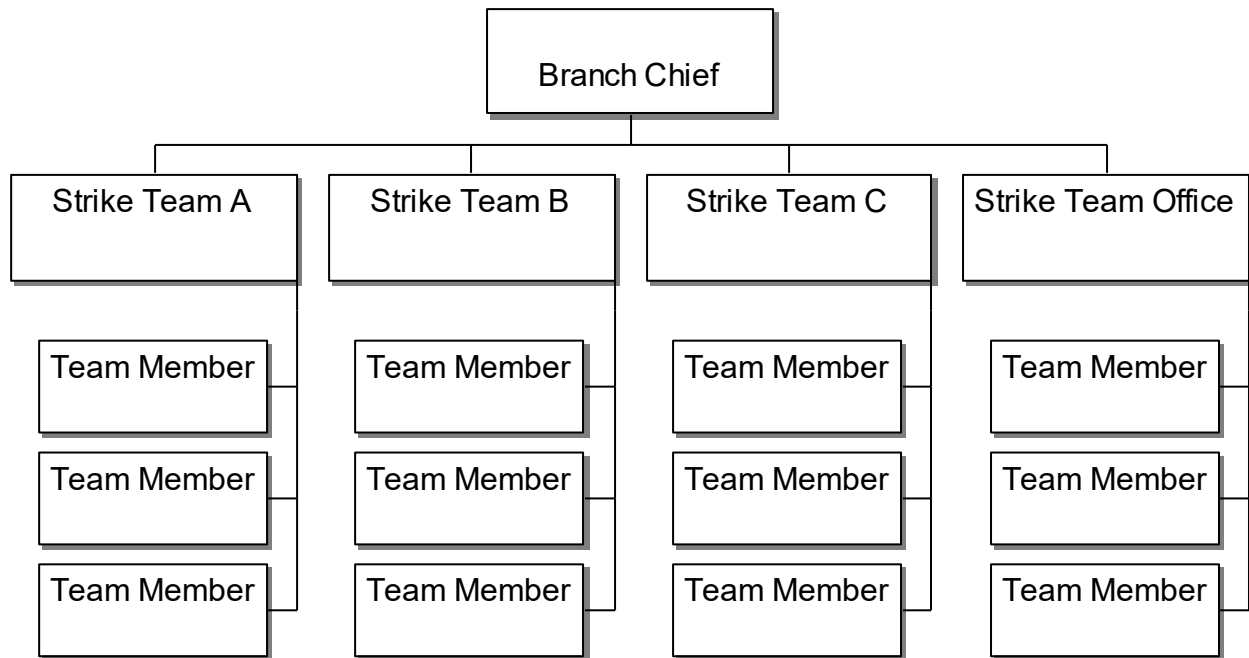
Once a new site is approved for use, it will be added to the schedule for oversight activities outlined in Section 8.0 until closeout of the site is completed.

## **10.0 DOCUMENTATION**

All personnel performing tasks related to emergency operations shall complete appropriate forms and checklists necessary to document their operations during the event. These forms may include, but are not limited to, ICS Forms 204, 214, 215, 218, and 226. Other forms may also be required by the department and shall be completed as required.

# ATTACHMENT A

## ORGANIZATIONAL STRUCTURE



## ATTACHMENT B

## EXAMPLE SCHEDULE

## Daily Oversight Schedule

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## **ATTACHMENT C**

### **EMERGENCY DEBRIS SITE ASSESSMENT FORM**

## **ATTACHMENT D**

### **EMERGENCY DEBRIS SITE CLOSEOUT CHECKLIST FORM**

## **ATTACHMENT E**

### **EMERGENCY DEBRIS SITE REQUEST FORM**

## **ATTACHMENT F**

### **EMERGENCY DEBRIS SITE EVALUATION FORM**